



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## NOTICE OF VACANCY

**ANN. NO.** 2002-93  
**AREA OF CONSIDERATION:** All Sources  
**OPENING DATE:** 12/18/02  
**CLOSING DATE:** Open Continuous  
1<sup>st</sup> Cut Off - 06/15/03  
(Must be received by close of business)  
**PROMOTION POTENTIAL:** GS-7  
**STARTING SALARY:** GS-05 - \$31,262  
GS-06 - \$32,964  
GS-07 - \$35,584

**THIS POSITION IS COVERED UNDER LAW ENFORCEMENT RETIREMENT.**

**Applicants will be required to work rotating shifts, 7am – 3:30 pm and 11 am – 7:30 pm**

**Drug Testing Technician, GS-303-5/6/7 (multiple positions), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Office of the Associate Director, Illegal Substance Collection Unit, Washington, DC.**

**DUTIES:** The incumbent of this position performs intake for offenders by establishing positive identification, verifying pertinent information related to drug testing, and updating relevant automated systems. Reviews offenders' automated records and identifies and resolves discrepancies as needed. Uses photo imaging machine to establish positive identification when offender has no picture identification. Explains the procedures for drug testing to offenders and outlines the specific steps for drug test completion. Identifies any special requirements in the offender's automated history and ensures that offender is aware of the requirements. Obtains documentation for any medication offender is taking and verifies the possible effect on drug test results. Records offender's compliance with drug testing procedures, and informs community supervision officer when testing is complete. Collects specimen with approved chain of custody procedures and transports specimen from testing site to the Drug Testing Laboratory via government vehicle. Applies confidentiality rules in releasing and protecting data, assuring that the information is released according to guidelines and requirements.

**QUALIFICATIONS:** **For GS-5:** Applicants must have one year of specialized experience equivalent to the GS-4 level; or must have successfully completed at least 4 years of education above the high school level in any field leading to a bachelors degree. This education must have been obtained from an accredited college or university. **For GS-6 & GS-7:** Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**MAXIMUM ENTRY AGE:** Since this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37<sup>th</sup>

birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement.

**NOTE:** Applicants must provide date of birth on application.

**IN ORDER TO RECEIVE CONSIDERATION, APPLICANTS MUST SPECIFICALLY ADDRESS THE CRITICAL COMPETENCIES DESCRIBED BELOW.**

**CRITICAL COMPETENCIES REQUIRED:**

- 1. *Technical Competencies*** - a. Knowledge of generally accepted protocols and procedures for drug testing/collection; and understanding of requirements for confidentiality and results validation.  
b. Knowledge of practices and techniques related to substance abuse treatment.
- 2. *Teamwork*** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- 3. *Oral Communication*** – Effectively expresses information to individuals or groups, taking into account the audience and nature of the information.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services & Offender Supervision Agency as a Federal Agency on August 5, 2000. CSOSA has temporary excepted hiring authority. Employees on excepted appointments are subject to a two-year trial period (or one-year for veterans).

**HOW TO APPLY:** Interested applicants should submit an OF-612, SF-171, or resume, which must include the information cited in the Office of Personnel Management's brochure, Applying For A Federal Job (OF-510). A copy of the brochure (OF-510) can be obtained by contacting your local personnel office or by calling the Office of Personnel Management at (912) 757-3000. **On a separate sheet of paper, you must specifically address your experience and/or education related to the critical competencies described above, giving specific examples. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the competencies in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.** In addition, candidates currently or previously employed by the Federal government should submit a copy of their latest Notification of Personnel Action and a copy of their most recent supervisory performance appraisal (if available) to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or TTY (202) 220-5474. Applications must be ***received*** by 5:00 pm on the closing date.

If you are claiming veteran's preference, you must submit the following documentation to receive credit.  
**10 point Veteran's Preference:** A copy of your DD-214, Certificate of Release or Discharge from Active Duty and a letter dated within the past 12 months from the Veterans Administration documenting your 10 Point Preference. **5 Point Veteran's Preference:** A copy of your DD-214.

**REASONABLE ACCOMMODATIONS:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**EMAIL ADDRESS:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**NOTE:** Appointee must successfully undergo a background investigation to determine suitability for employment. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

***CSOSA is an Equal Opportunity Employer.***